

Helpful Handout for Preparers to the Graduate Student Award Authorization (GSAA) Form

The Graduate Student Award Authorization (GSAA) form is used for submission of fellowship and/or awards to graduate students. The Graduate Division reviews the GSAA and disburses the award through banner. The current graduate support staff should have access to this form in OnBase. Newly hired staff will need to request access. Their supervisor will need to send an email to [Choua Moua](#), (in the Graduate Division) and copy [Grad Funding](#) for access. **Important: If you run into any issues or problems with the form, please email Choua and copy Grad Funding for assistance.**

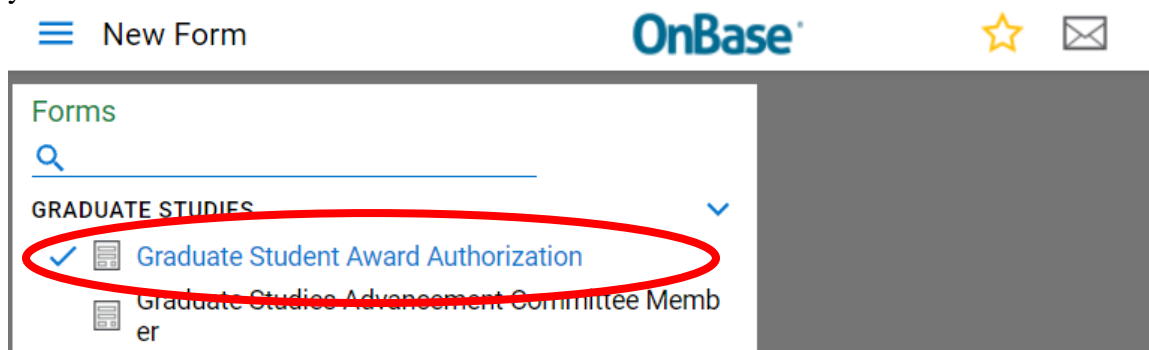
- I. Log onto [OnBase EP3](#). Sign in using your UC Merced Single Sign-On credentials.
- II. Click on the Main Menu button (3 horizontal lines next to Document Retrieval)



Then select, **New Form**



Then select, **Graduate Student Award Authorization**. The form will open on the right side of your window.



Fill out the form.

Graduate Student Award Authorization

1.

Enter Student ID, then tab over. Name and student program should populate.

Student ID* **Last Name*** **First and Middle Name***

Student Program*

Award Information

2.

Enter the fellowship amounts and fill out the rest of the **Award Information** section. Fields with a red asterisk are required fields. The form will not allow you to submit unless all required fields have data.

Fellowship

GSAA Tuition

Student Services Fee

GSHIP

Non – Resident Supplemental Tuition

Campus Based Fee

GSAA Total*

Official Award Name

Award Sponsor*

Accounting String*

Please enter the academic year (ex. 1920) and then select

Academic Year*

Fall Spring Summer

Period of Support*

Make sure to input the current **Academic Year** unless the award is for a prior term. The four digit format will always be the last 2 digit of the current Fall term and the last 2 digits of the next Spring term. This is for Banner purposes. Ex. For Fall 2021 awards, Academic year will be 2122.

3.

Enter the **PI** by using their UC Merced email address. The email address will populate their Name and Title. Then select the correct **Budget Officer** or if "Other" enter the UC Merced email address and the rest will populate. Then, enter information in the **Award Description** box.

Principal Investigator (PI):

UCM Email *

Name *

Title *

Budget Officer

Budget Officers *

- Eric Cannon (Graduate Studies)
- Wendy Ewald (Engineering)
- Christine Tumonong (Social Sciences, Humanities and Arts)
- Karina Villegas (Natural Sciences)
- Other

Budget Officer Name (Preparer) *

Budget Officer Email (Preparer) *

Award Description *

Preparer Signature: CMOUA

Submission Date: 10/21/2021

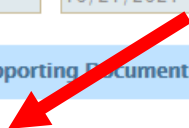
Preparer Email: @ucmerced.edu

Award Letter and Supporting Documents

Award Letter *

Attach Award Letter

This is a new feature for Fall 2021. Attach the appropriate fellowship award documents that need to be sent to the student. This upload can handle multiple attachment and different file types.



PI and Budget Officer

PI		Budget Officer	
Name	Email	Name	Email

4.

Reminder: review the form for completion. Make sure all required fields are filled out and award letters have been attached. Also, it's important to make sure the period of support is populating correctly. If everything looks good, go ahead and click on the submit button. After submitting, you will receive an email confirmation.

Submit



- III. **Student Acceptance** - **New feature for Fall 2021**. Once the preparer submits the form, it will go to the PI and Budget Officer for approval. After they approve, the student will receive an email notification to accept or decline the award. They will have to log onto OnBase to approve the fellowship.
- The student will receive 2 email reminders to approve or decline the award. One reminder on day 4, a second reminder on day 8 and then on day 13th the form will be sent to the Decline/No response Queue.

- IV. **Decline/No Response Queue** – **This is also a new feature for Fall 2021**. When the form goes to this queue an email notification will be sent to the preparer to take action.

- a. Scroll down to the **Student Response** section at the bottom of the form and verify that there has been no action taken on the form. If they did not respond you will see “Autocancel”. Only forms that are marked “AUTOCANCEL” can still be accepted while in this queue.

Student Response	
Reminders Sent Till Date	Student Decision
2	AUTOCANCEL

Submit

- b. If the student needs more than 13 days to decide on the fellowship, it will stay in this queue. Once they are ready to accept, notify them outside of OnBase to go back to the original email. They should be able to log in and approve through that link. If there are multiple awards for the student, reference the appropriate GSAA number to ensure they approve the correct one. Once the student approves, it will automatically route the form to the next workflow. The student’s acceptance will take it out of the queue. There’s no more action needed on your part.
- c. If a student declines, you must cancel the form to remove it out of this queue. To verify if a student Decline, scroll down to the Student Response section at the bottom of the form. The Student Decision should say “I Decline”.

Student Response	
Reminders Sent Till Date	Student Decision
0	I DECLINE

- d. To cancel the form, make sure the form is highlighted in blue then, click on the **Cancel Award** button. The form will move out of this queue and be auto archived. There is no more action needed on your part.

File Home Workflow Document Queue Administration Last Login: 10/26/2021 4:20:03 PM

Close This Layout Secondary Viewer Primary Viewer Refresh Apply Filter Auto Work Override Auto-feed Route Item Take Ownership Release Ownership Execute Script Task Cancel Award Tasks

Life Cycles Inbox

Search...

Combined Inbox Graduate Studies Advancement to... Graduate Studies GSAA Preparer (0)

Icon	Name	Entry Date
	Graduate Student Award Authorization for RUSKEY, ABIGAIL MARY (100377733)	10/21/2021 9:59:30 PM